

OCONEE COUNTY LIBRARY BOARD
Minutes of the Quarterly Meeting April 17, 2000
Bogart Library

The meeting was called to order by Chairman Mitchell Swan. The quorum present consisted of the following: Jo Alspaugh, Katheryn Ames, Debbie Thrasher, Ray Billings, Jackie Carson, Mitchell Swan, Gail Firestone, Lila Wyatt, Rosemary Stancil, Doris Firth, Elaine Brown, Deann Craft, Linda Smith, Bill Ross, and Peter Wyllie. The previous minutes were approved along with the agenda.

Regional Directors Report: Katheryn announced that the Library System has been moved out from under DTAE and moved to be under the Board of Regents. So there will be a slight transition period for this new agency. Katheryn announced that the legislative session was fairly good for the library systems. We avoided redirection and did not have to take a reduction in our budget. We actually received a slight increase in the materials budget and everything else stayed the same. We were fortunate to get two vans for the library use. They will be greatly appreciated and put to good use. Our personal budget looks fine. The revenue section is on time. Expenditures are fine. We are now about 75% of the way through our fiscal year. Last Katheryn mentioned a workshop that is being offered on Wednesday May 10th from 4 p.m. - 6 p.m. It will be done by Hollie Mannheimer who practices law in Atlanta. The title is "State Open Meetings and Records Law Workshop".

Gail Firestone informed us of all the hard work that has already gone on for our summer reading club. The theme this year is "Open a Book and Jump In". The art work was done by Peter Loose who is a local artist. The state provides for posters, book marks, stickers, and a toy (a little frog) all with Peter's art work on them. The state also provides for a kick off program. Pat Gay will be the featured story teller at the kick off party. There will be three traveling programs that will go around to each branch three times. The first is a traveling storyteller. Jan Jenson, who is very experienced, will come and bring theme related materials to aid in her story telling. The second traveling program is a puppet show. The theme will be the "Frog and the Princess." The third program is a bubbles, hopscotch, and jump rope program. On top of these each branch will have their own agenda and programs throughout the summer. Our summer reading club starts Saturday May 27th and it ought to be a wonderful one!

Friends Report: The Watkinsville group is planning on sponsoring a raffle. A local quilt guild is donating their time to make a quilt. Then it will be on display in the library for a time and then auctioned off for a fund raiser. Fun Day in the fall is in the process of being planned. The Friends also sponsor frequent staff appreciation luncheons. Debbie says the Friends are wonderful and very helpful in all that she asks of them! Their next meeting is in September.

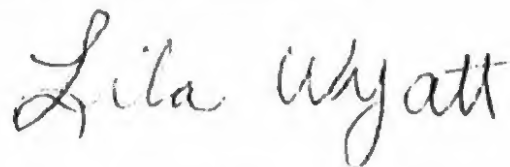
Old Business: The budget committee consists of Linda, Mitchell, and Peter. Linda contacted Truett McConnell as a possible new contact. Mitchell contacted Athens Academy and Mr. Bob Chambers. Conversation was positive and went well. Peter met with the Town Council in North High Shoals and Bishop. They discussed mutual benefits. These were just introductory meetings, with the hope of possible future occasional donations or contributions.

New Business: The Watkinsville branch did not qualify for the Gates Grant, but the Bogart branch did. It will receive 1 server, 4 new computers, 1 printer, and all the wiring totaling a value of \$16,313. The Gates people will supply the set up, the training and the technical support for one year. A motion was made by Peter to make one of these four computers a Spanish Computer. There is a need in the Bogart area for one. The motion was seconded and passed unanimously. A second motion was made by Peter to purchase an additional server to be used at the Watkinsville branch from the Gates Grant at their reduced price and it will be partially paid for by using \$2,300 from the 2001 proposed budget. The motion was second and passed unanimously.

Branch Report: Debbie was thankful there were no Y2K problems to be dealt with and that our T1 lines are working well. Galileo can now be accessed from patrons homes. Anyone with a valid library card can receive a password and take advantage of Galileo from their homes. All of the statistics are extremely good. The door counts in March alone was 14,774. A part of that was the big "Birthday Party for Dr. Seuss" program that was held. Our conference room is being used extensively. Debbie is trying to offer at least one program each month. Janet Murphy has had several very popular genealogy programs. Both libraries are having children's storytimes and computer classes. Coming up in April on the 28th at 7 p.m. is the popular Poetry Slam. Debbie attended the PLA (Public Library Association) meetings in Charlotte, N.C. at the end of March. She was able to take some very informative and interesting classes. She, Cynthia and Katie attended the Georgia Children's Literature Conference held at UGA which they all enjoyed and learned new things. Debbie mentioned that Greg Deal has moved to the Athens Branch and his replacement is Neil Farnsworth.

The next meeting is scheduled for Monday, July 17 at 4:30 p.m. at the Watkinsville branch. With no further business the meeting was adjourned.

Respected Submitted,



Lila Wyatt, Secretary

OCONEE COUNTY LIBRARY BOARD
Minutes of the Quarterly Meeting January 24, 2000
Watkinsville Library

The meeting was called to order by Chairman Ray Billings. The quorum present consisted of the following: Jo Alspaugh, Elaine Brown, Peter Wyllie, Lila Wyatt, Rosemary Stancil, Gail Firestone, Debbie Thrasher, Linda Smith, Mitchell Swan, and Doris Firth. Introductions were made and the three new members, Dr. Doris Firth, Mitchell Swan, and Linda Smith, were welcomed. The previous minutes were approved along with the agenda.

Regional Director's Report: Gail Firestone announced two upcoming workshops offered to Library Trustees. One is scheduled for Feb. 4, 2000 from 9:30 a.m. - 1 p.m. at the Athens Library. This is concerning legal matters. The other is entitled "Being a Library Trustee - What's It All About?" This workshop is being offered in 3 various locations at different times (see enclosed bright pink sheet). Gail congratulated the Oconee branches on their circulation numbers. They are extremely high which means the library is being very well used. Gail informed us of the possibility of being able to get the Gates Grant. This is a grant Oconee has never been eligible for before, but if we are able to get it, it will mean a possibility of getting 3 to 5 new computers. The budget so far is right on tract. We are half way thru our fiscal year. (See attached sheet). Gail discussed the past Legislative Day. It has been decided to make one very readable and easy to understand one page fax memo to let our legislators be aware of our most important needs. It will cover two main topics. 1) Fact sheet on Pines - which is the state wide Library card system. 2) "Redirection" of our maintenance and operations grant. At present, our 56 cents per capita grant is in danger of being reduced to 37 cents. The governor's budget staff required agencies to reduce the budget by 5% and to redirect those funds into a new proposal. If this happens our bookmobile vehicle operation and staff will be affected and this will affect the elderly who can not travel to the library and the children whose parents can not bring them to the library. Last, Bob Smith was not able to meet with us on Legislative Day, so another day is in the planning to meet with him later.

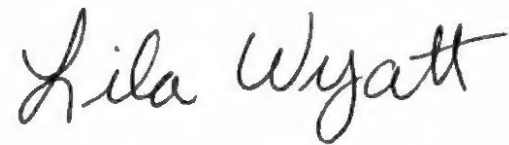
Supervisor's Report: Our circulation numbers are up and our door counts show an increased number. The new sign up sheet for the computers is working out well and shows an increase in their usage. Both children's programs are running smoothly and also the adult programs are being well attended. The two rooms are being kept busy and many art exhibits have been on display. Family Fun Day was held in November and was sponsored by the Friends. There were crafts, games, and Sandy Creek Critters to pet. A professional puppet show was given by Lee Bryan from Atlanta. We so appreciate all that the Friends do! In December we presented "Yule" Love Our Movies. Ten different feature films were shown with popcorn and punch. Santa came on Dec. 18th and read a story and gave out candy canes after the movie. Both Katie and Cynthia did special Christmas programs for the children. (See attached sheet for more detailed Branch Manager's reports).

Friends report: There is an upcoming meeting. The next detail of business is to plan a staff appreciation and plan some fund raising events.

New Business: Nominations for the Regional Board Members took place. The three appointed were Peter Wyllie, Ray Billings, and Mitchell Swan. Linda Smith and Elaine Brown will serve as alternates. A new budget committee was appointed. Peter Wyllie, Doris Firth, Mitchell Swan, and Linda Smith were appointed. Peter will head the committee. The budget needs to be finalized by Feb. 23rd. Nominations were then held for the officers. Chair will be Mitchell Swan, Co - Chair will be Rosemary Stancil and Secretary will be Lila Wyatt.

The next Library Board meeting has been set for Monday April 17th at 4:30 p.m. at the Bogart Library Branch. With no further business the meeting was adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lila Wyatt".

Lila Wyatt, Secretary

Oconee County Library
July 1, 1999 - December 31, 1999

Revenue:	Budget Amount	Amount Received	Balance	% of Budget Received
Oconee County Board of Commissioners	\$ 192,000.00	\$ 96,000.00	\$ 96,000.00	50.00%
Oconee County Board of Commissioners In-Behalf Support	\$ 55,800.00	\$ 20,681.34	\$ 35,118.66	37.06%
Oconee County Board of Education	25,000.00	12,500.00	12,500.00	50.00%
City of Watkinsville	8,500.00	-	8,500.00	0.00%
City of Bogart**	3,500.00	-	3,500.00	0.00%
Fines and Fees	19,229.00	10,425.07	8,803.93	54.22%
	<u>\$ 304,029.00</u>	<u>\$ 139,606.41</u>	<u>\$ 164,422.59</u>	45.92%

**\$3,500 was received from City of Bogart for
FY99 Receivable

Expenditures:	Budget Amount	Amount Expended	Balance	% of Budget Expended
Regional Share	\$ 11,000.00	\$ 5,500.00	\$ 5,500.00	50.00%
Wages/Benefits	214,729.00	106,226.93	\$ 108,502.07	49.47%
Books	8,000.00	842.67	7,157.33	10.53%
Advertising	1,000.00	208.60	874.30	20.86%
Computer Maintenance	9,000.00	526.90	8,874.00	5.85%
Copier Maintenance Contract	1,000.00	758.86	1,000.00	75.89%
Postage	1,500.00	140.43	1,493.40	9.36%
Supplies	2,000.00	1,008.79	1,745.46	50.44%
Oconee County BOC In-behalf support expenses:				
Bogart Library	8,000.00	4,520.22	3,479.78	56.50%
Building Maintenance	1,500.00	29.75	1,470.25	1.98%
Janitorial Service	11,000.00	4,225.00	6,775.00	38.41%
Materials & Supplies	1,000.00	459.12	540.88	45.91%
Office Supplies	1,200.00	41.20	1,158.80	3.43%
Pest Control	600.00	84.00	516.00	14.00%
Repairs & Maintenance	1,500.00	242.73	1,257.27	16.18%
Travel	1,000.00	-	1,000.00	0.00%
Telephone	5,000.00	947.49	4,052.51	18.95%
Utilities	25,000.00	10,131.83	14,868.17	40.53%
	<u>\$ 304,029.00</u>	<u>\$ 135,894.52</u>	<u>\$ 170,265.22</u>	44.70%

Gift Income and Expenses:

Beginning Balance in Gift Account	(4,352.65)
Gifts FY00 Watkinsville	1,323.22
Gift Materials Purchased FY00 Watkinsville	(3,249.80)
Gifts FY00 Bogart	207.15
Gift Materials Purchased FY00 Bogart	(671.99)
Current Balance in Gift Account	<u>(6,744.07)</u>

Fund Equity ("Reserve"):

Fund Equity 6/30/99	\$30,697.35
Less: Vacation Reserve	\$ (5,447.90)
One Months Operating Expense	<u>(21,852.42)</u>
	<u>\$3,397.03</u>

OCONEE COUNTY LIBRARY BOARD
Minutes of the Quarterly Meeting July 17, 2000
Watkinsville Library

The meeting was called to order by Chairman Mitchell Swan. The quorum present consisted of the following: Kathryn Ames, Debbie Thrasher, Mitchell Swan, Lila Wyatt, Ray Billings, Linda Smith, Peter Wyllie, Gail Firestone, Deann Craft, and Doris Firth. The previous minutes were approved along with the agenda.

Regional Directors Report: Kathryn went over the budget (see green sheet). Our fiscal year has ended (July 1, 1999 - June 30, 2000) and we came out fine. We were \$2000 ahead in the fines and revenues, but spent a little more on wages due to substitute pay. There is no need to amend the budget though, for we are in the allowable amount. Next the upcoming budget was discussed (July 1, 2000 - June 30, 2001, see the gold sheet). We received an increase from the Board of Education of \$5,000, and \$8,000 from the County Commissioners, and \$1,900 from Bogart. We then found out there will be an increase in health insurance and the minimum wage is projected to have a 4% increase. It was decided to increase the computer specialist pay from \$8.50 to \$9.00 an hour so as to be able to hire a more quality person for that spot. The motion was then made and seconded to approve the budget for the 2000/2001 fiscal year. Kathryn showed the results of a patron evaluation form conducted from both libraries. The results were very favorable. It was a 90% positive rating (see blue sheet). One comment was to have the staff more familiar with the computers to be able to help the patrons. So more training is in the planning. Kathryn stated that the circulation numbers are very good (see pink sheet).

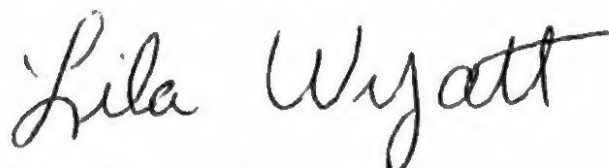
Supervisors Report: Debbie mentioned that two workshops were given to accommodate all the staff. They received hands on Galileo training. This quarter has been very busy with programming for both children and adults. The focus in April was on poetry with programs for both children and adults. The month ended with the annual Poetry Slam. Mitchell Swan offered a program entitled Investment Seminar for Seniors. It went over well and will be followed by another program at a later date. Bogart had a yard sale sponsored by the friends. We are pleased to have such good Friend support. In May the concentration was on gearing up for the summer reading club. To date we have 956 children signed up and 190 Young Adults (which is a good showing for this age group) and 156 Adults have signed up in Watkinsville. 394 children have signed up in Bogart. Cute puppet shows started off the program at both branches. In June there are programs scheduled for several days each week with story times, movies, bedtime stories, craft days, and puppet shows. A lot of new library cards have been issued this summer. Debbie mentioned that Katie Bennewitz is the new summertime employee working with the computers.

Old Business: Installation of the Gates grant computers will be between Sept. 1st and Oct. 4th. An electrician needs to come in first and do some minor adjustment work.

New Business: There was a discussion on the need for new employee background checks. The Sheriff's department has said they would conduct this service for us at no charge. A disclaimer needs to be added on the application form saying there will be a background and reference check. The Sunshine Law (Freedom of Information Law) was discussed next. A bulletin board needs to be made available to post pending approval minutes from all library board meetings two working days after the meeting has taken place, along with the agenda two weeks in advance of the next upcoming meeting in case the public wants to attend any board meetings. The board requested that their copies of the meeting be mailed out to them two weeks in advance of the next meeting as a reminder for the next meeting. The Library Endowment Plan was discussed next. Kathryn explained the reasons Athens branch started theirs and how they have worked it out. This is a long term plan and is not to replace operating costs, but is an extra source of revenue. Discussion followed about the work involved and the need, and the future possibilities of our branch starting one. The board will think about it and look into it at a later date.

The next scheduled meeting is set for October 16th, 2000 at the Bogart branch. With no further business the meeting was adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lila Wyatt". The signature is written in dark ink and is positioned above the printed name.

Lila Wyatt, Secretary

OCONEE COUNTY LIBRARY BOARD
Minutes of the Quarterly Meeting October 16, 2000
Bogart Library

The meeting was called to order by Chairman Mitchell Swan. The quorum present consisted of the following: Kathryn Ames, Debbie Thrasher, Mitchell Swan, Ray Billings, Peter Wyllie, Elaine Brown, Jo Alspaugh, Deann Craft, Lila Wyatt, Linda Smith, Doris Firth, Jackie Carson, Bill Ross, Rosemary Stancil, and Jim Berger. The minutes from the previous meeting were approved along with the agenda.

Branch Managers Report: The quarter was a busy one starting with the Summer Reading Club in July. Highlights included a bubbles and jump rope program. The adults were treated to special programs on herbal remedies and backyard birding. A big party with a Harry Potter theme held the spotlight. In August the Summer Reading Club was finished with parties for all age groups including the adults. Both library's Friends groups donated food and prizes. The author Peter Loose (who designed the Summer Reading Club art work) and his dog Bongo made appearances at both libraries. Two adult book clubs had organizational meetings. Twenty one groups used the classrooms and 4 groups used the meeting room in Bogart. The Memory Painters, a group from the Council on Aging, had a wonderful art exhibit in the auditorium. In September both libraries resumed Storytime and Cynthia welcomed back the Head Start program. Cynthia also attended a book repair workshop in Athens. The staff enjoyed Staff Development Day in Athens on Sept. 28th and Debbie and Katie attended a Northeast Georgia Quadrant meeting of youth services workers in Decatur. The display cases were used by several different people and Mitchell Swan offered a financial program with 37 people in attendance. Debbie then introduced Jim Berger as our new computer specialist. Jim did a survey on our computer use to see how often the computers are used by people and for what use. Most people are using them twice a week for a combination of reasons. E-mail, Internet, and homework are among the top reasons for usage. Debbie also typed up the Library's Mission Statement (see attached pages) and an information sheet with the library facts and Oconee County web site with the library information.

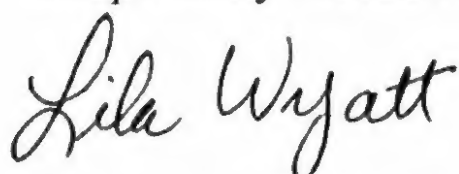
Regional Directors Report: Kathryn stated they are very proud of how the Watkinsville and the Bogart branches are doing. It has been voted for all libraries to go to the PINES system. This will represent a major change in the way libraries do business. When this goes into effect a patron will be able to search a statewide database of materials, place holds, and have books from statewide sent to their local libraries to be checked out by them. Best sellers will still be subject to a 6 month moratorium which means new books will have to stay in their libraries for 6 months. We may need to increase the budget for some additional funds for postage for mailing expenses, but patrons will certainly have more resources available. Projected start up date is set for March 2001, but staff training and installation of new equipment may begin as early as January 2001. Kathryn went over the budget and as we are only 25% of the way through the fiscal year we are in great shape (see attached sheet).

Unfinished Business: The Gates Grant computers are installed in Bogart. A successful open house was held for the dedication of the computers. Almost all of the staff have been trained for use of the new computers. The technical support from the Gates company has been wonderful. Bogart also received its wonderful new high speed printer.

New Business: There are three board members that will be rotating off in December. They are 1) Ray Billings, 2) Elaine Brown and 3) Bill Ross. Both Ray and Elaine agreed to serve one more 5 year term. So Debbie asked for suggestions to fill the one slot left by Bill. Mitchell asked for volunteers to review the Oconee County Library Constitution. It has not been updated since 1989. Elaine volunteered as did Linda and Doris. They will do this and report back at the next meeting. Linda made a report on the Friends. November 4th has been set aside for the annual Family Fun Day. It will be from 10 - 12 and plans are underway for games, crafts and storytelling. The high school group is a wonderful big help in preparing for and operating this day. A new board president was elected and Evelyn Knaft is continuing the work with great enthusiasm. A quilt raffle is underway with tickets on sale for a dollar. The quilt was made by the local quilt group and is a queen size quilt. On election day a table will be set up for membership recruitment and raffle ticket sales with the theme being "Cast your vote for the Library." A staff appreciation lunch is being planned for Nov. 7th. And to top it all off on January 25th, 2001 Weaver D (Dexter Weaver), the author of Automatic Y'all will be at the library for a talk and perhaps a cooking demonstration. He may be the one to draw the raffle ticket for the winner.

The next scheduled meeting is set for January 22nd at 4:30 p.m. at the Watkinsville branch. With no further business the meeting was adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lila Wyatt".

Lila Wyatt, Secretary

Oconee County
Stats-at-a-Glance

	Watkinsville	Bogart
Door Count		
July:	10,472	2,332
Aug:	8,432	1,996
Sep:	8,612	1,433
Monthly Checkout		
July:	10,545	2,947
Aug:	8,944	2,152
Sep:	7,786	1,704
New Cards Issues		
July:	105	13
Aug:	124	24
Sep:	79	23
Reference Questions		
July In-House:	488	352
Phone:	441	221
Aug In-house:	546	363
Phone:	485	214
Sep In-house:	590	258
Phone:	529	173
Computer Use		
July:	1,096	318
Aug:	1,122	299
Sep:	874	239
Children's Programs		
July:	488	594
Aug:	490	329
Sep:	410	464
Adult Programs		
July: Computer Classes	11	
Book Groups	40	
Aug: Computer Classes	8	
Book Groups	28	
Sep: Computer Classes	23	
Book Groups	31	
Adult Program	37	
Friends' Author	30	